

Chapter 2

The SSCR Process

- 2.1 The SSCR Cycle**
- 2.2 SSCR Data Transmission Overview**
- 2.3 Scheduling SSCR Cycles**

Contents

Chapter 2: The SSCR Process

2.1 The SSCR Cycle	2-1
2.1.1 School Processing—A Closer Look	2-2
2.1.2 Matching Student Records	2-3
2.1.3 Updating Student Information.....	2-3
2.1.4 Returning the SSCR Roster File as the Submittal File	2-4
2.1.5 SSCR Submittal File Processing and High-Level Edits	2-4
2.2 SSCR Data Transmission Overview	2-6
2.2.1 The Title IV WAN Store-and-Forward Facility	2-7
2.2.2 Using a Servicer	2-9
2.3 Scheduling SSCR Cycles	2-9
2.3.1 Guidelines	2-10
2.3.2 Recommendations.....	2-10
2.3.2.1 Processing the SSCR via EDEExpress.....	2-10
2.3.2.2 Message Classes	2-10

Figures

Figure 2–1, SSCR Cycle—School Phase	2–5
Figure 2–2, SSCR Cycle—Data Provider Phase.....	2–6
Figure 2–3, Store-and-Forward Facility.....	2–8

The SSCR Process

This chapter provides a detailed overview of the SSCR process, focusing on the school as the primary source of borrower enrollment status information. The complete SSCR cycle is discussed, including processes for the receipt and submission of SSCR files and SSCR cycle scheduling to minimize ad hoc reporting requirements.

2.1 The SSCR Cycle

SSCR processing through NSLDS streamlines the entire enrollment confirmation procedure. Proper scheduling of the SSCR reports will provide consistent submission of enrollment data. The SSCR process is described in detail designating the responsible party for each step. Each submission will follow this process.

1. NSLDS:
 - A. Monitors school submission schedules and enrollment submissions.
 - B. Generates the SSCR roster file for the school.
 - C. Forwards the roster file to the school or servicer.
2. School (or servicer):
 - A. Receives the SSCR Roster File.
 - B. Matches the Roster File with registration files.
 - C. Updates the SSCR Roster File with each student's enrollment status and effective status date using valid codes (Chapter 4).
 - D. Enters proposed changes to student identifiers (SSN, last name, first name, middle initial, and/or birth date) as needed.
 - E. Adds a Detail Record for each new student.
 - F. Reviews the updated file for valid data to eliminate errors.
 - G. Returns the updated SSCR Roster File, now the SSCR Submittal File, to NSLDS within 30 days of the creation date.
3. NSLDS:
 - A. Receives the SSCR Submittal File.
 - B. Edits (error-checks) the Submittal File contents.
 - C. Updates the NSLDS database with enrollment data.
 - D. Captures proposed student identifier changes.
 - E. Returns the SSCR Error Notification File (contains any rejected records).

NOTE: The Trailer Record of the Error Notification File contains the total number of Detail Records received in positions 27–34, the total number of accepted records in positions 35–42, and the total number of rejected records in positions 43–50.

F. Forwards new and changed data to each affected data provider (GAs and the Direct Loan Servicer).

4. School (or servicer):

- A. Receives and saves the SSCR Error Notification File, making note of any error records. Cycle is complete if all records are accepted by NSLDS.
- B. Returns the corrected records to NSLDS as an SSCR Error Correction File within 10 days of the date it is sent to the school (or servicer).

NOTE: Before returning the file, update positions 27–34 in the Trailer Record. This number must match the total number of error records being returned.

5. NSLDS:

- A. Receives the returned SSCR Error Correction File and repeats the steps in number 3.
- B. Sends a revised SSCR Error Notification File.

The next SSCR cycle begins with the creation of new Roster Files, at the start of the scheduled month.

2.1.1 School Processing—A Closer Look

The accuracy of Title IV student loan records depends heavily on the accuracy of the data that your school reports. NSLDS records must be accurately matched with your enrollment records. You should review, update, or verify student enrollment statuses and other information with information that appears on the SSCR. Correct any errors identified by NSLDS.

Your roster will include borrowers with enrollment statuses of “F” (full-time), “H” (half-time), “L” (less than half-time), or “A” (leave of absence). Students with an enrollment status of “W” (withdrawn) or “G” (graduated) continue to be reported on the roster for 180 days after the enrollment status effective date and are then dropped from the roster. Students reported with a status of “D” (deceased), “X” (never attended), or “Z” (no record found) will not appear on the next roster.

2.1.2 Matching Student Records

After you receive the SSCR Roster File, you must match the contents of that file with your enrollment or registration records. The following fields may help you match your records:

- Student's Social Security Number
- Student's Last Name
- Student's First Name
- Student's Middle Initial
- Date of Student's Birth

You can compare a printed copy of the Roster File contents against your registration records, but to do this, you will have to convert the SSCR Roster File into a printable format. Another option is to use EDEExpress to obtain a printed copy of the records in your SSCR Roster File. The most efficient method for comparing records is to use an automated matching process. Your administrative computing department or servicer has or can develop software to match the records, and then you need to manually review only unmatched records.

During the matching process, cases may occur where you are sure that you have a legitimate match, but one or more of the student identifiers provided by NSLDS differs from the information in your school records. Should you be convinced, by the reliable source of your data or documentation on file, that your information is correct, you must contact the data provider (GA or servicer for each loan) and work with them to make changes. Note that copies of legal documents will be needed to make changes.

2.1.3 Updating Student Information

For each matching record, you must either confirm or update the student's enrollment status as provided by NSLDS, using the status codes assigned by ED. When updating a student's status, you must also provide the effective date of the new status.

NOTE: The *Enrollment Status Effective Date (ESED)* is critical in proper maintenance of student loan records and repayment schedules and must be reported accurately.

2.1.4 Returning the SSCR Roster File as the Submittal File

After you update the SSCR Roster File, it becomes the SSCR Submittal File. You must return the Submittal File to NSLDS within 30 days of the date the Roster File was created (check the date/timestamp).

2.1.5 SSCR Submittal File Processing and High-Level Edits

Upon receiving the Submittal File, NSLDS edits the file as described in Chapter 3. Detail Records that pass all edits are accepted and processed through the remaining steps. Detail Records that fail one or more edits are returned in the SSCR Error Notification File for correction and resubmission. Each Detail Record has error code(s) appended to the end of the record explaining the rejection. Except for appended error codes, the Error Notification File has the same format as

the Roster File, with fewer Detail Records. You have as many as 10 days to correct and return the file as the SSCR Error Correction File. If you have not received an Error Notification File within 48 hours of transmitting your submittal file, you must contact the NSLDS Customer Service Center at 1-800-999-8219.

Figure 2–1 shows the first phase of the SSCR cycle, which involves NSLDS and schools or their servicers.

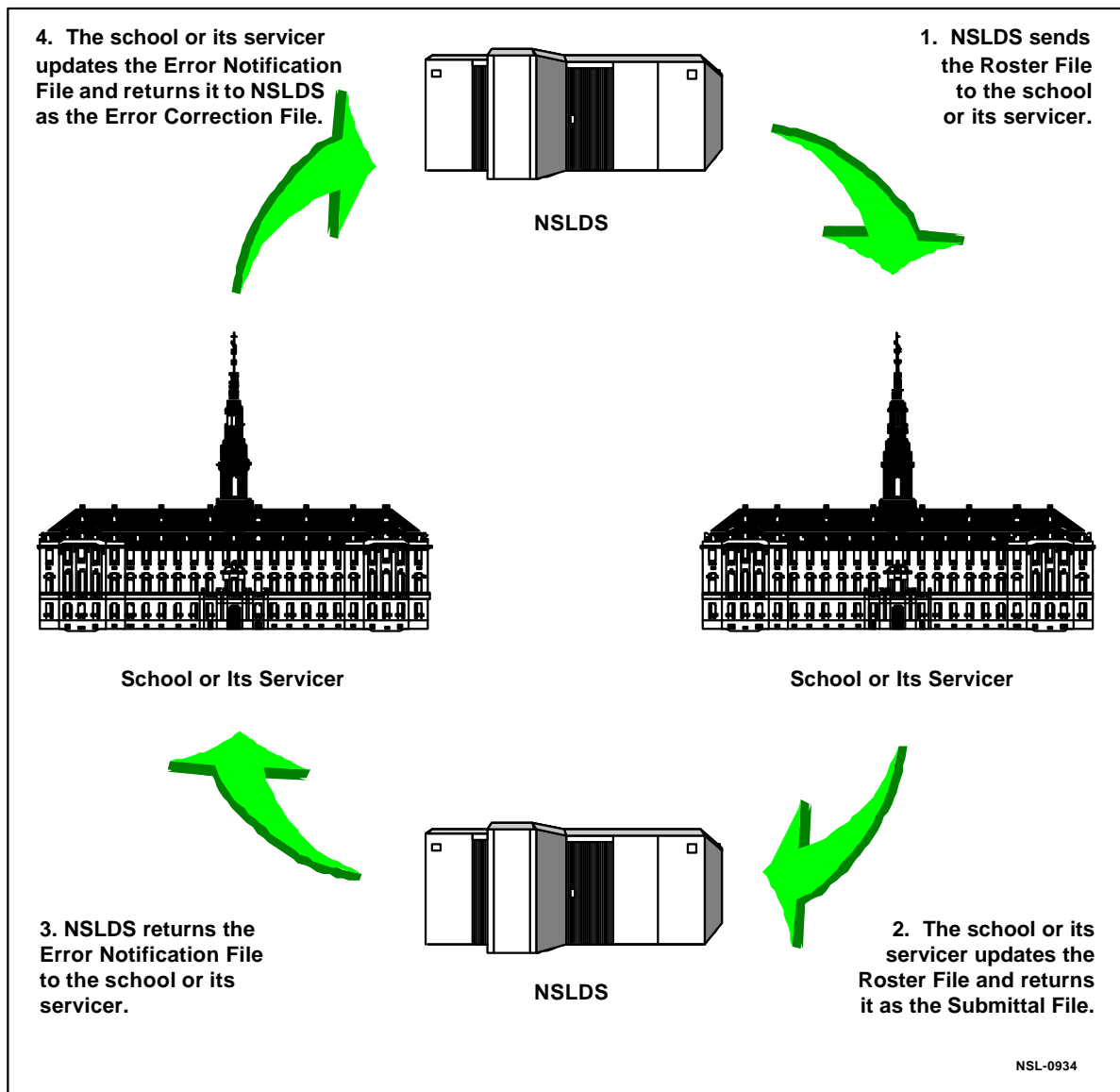


Figure 2–1, SSCR Cycle—School Phase

Figure 2–2 shows the second phase of the SSCR cycle, which involves NSLDS and data providers.

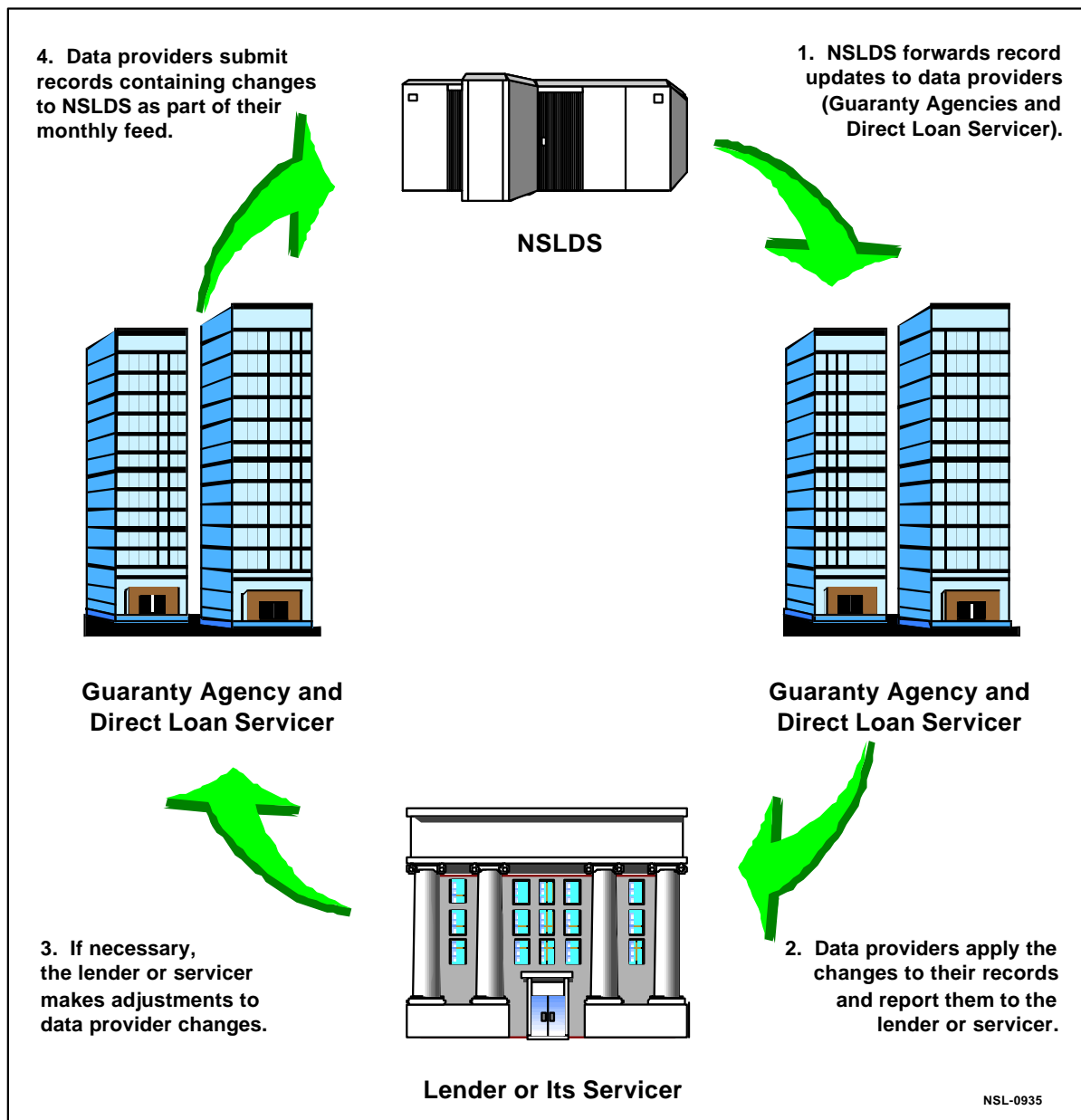


Figure 2–2, SSCR Cycle—Data Provider Phase

2.2 SSCR Data Transmission Overview

SSCR data is transmitted and received electronically. Most schools find batch processing to be the most efficient method of data transmission. In batch processing the SSCR Detail Records are received from NSLDS as a single file (the Roster File), fully processed in your school's (or servicer's) computing environment, and then transmitted back to NSLDS—again as a single file

(the Submittal File). This is the most efficient method for processing large quantities of data. NSLDS also supports the web page, which allows updates to small amounts of data (i.e. individual records) and ad hoc changes.

- **Telecommunications (Title IV WAN)**—The Department of Education's Title IV WAN is used to send and receive data electronically. You can log on to the Title IV WAN from a mainframe computer or PC to send or receive data through the Store-and-Forward facility for batch processing of files. You must have the EDConnect software, which is supplied when you sign up for Title IV WAN, to use this facility.

To sign up for the Title IV WAN, review the information and print the forms found at www.ifap.ed.gov or call Title IV WAN Customer Service at 1-800-615-1189 and ask for enrollment information, forms, and the *Title IV WAN User's Guide*.

*Title IV WAN
Customer Service
can be reached at
1-800-615-1189.*

- **Web**—The NSLDS web site allows online SSCR processing and ad hoc changes at www.nslsdfap.ed.gov using your regular NSLDS user ID and password. Online processing is most efficient for updating small numbers of records.

2.2.1 The Title IV WAN Store-and-Forward Facility

The most efficient method of exchanging SSCR data is through the Title IV WAN Store-and-Forward facility. With this medium, NSLDS will transmit the school SSCR Roster File to your Title IV WAN electronic mailbox on the SSCR designated schedule. The Roster File is retrieved from your mailbox using either your mainframe connectivity software or the PC communications software. The SSCR Roster File is now ready for processing.

*Coordinate Registrar
and Financial Aid
Office duties if both
participate in the Title*

Figure 2–3 shows the data transmission cycle when you use the Store-and-Forward facility.

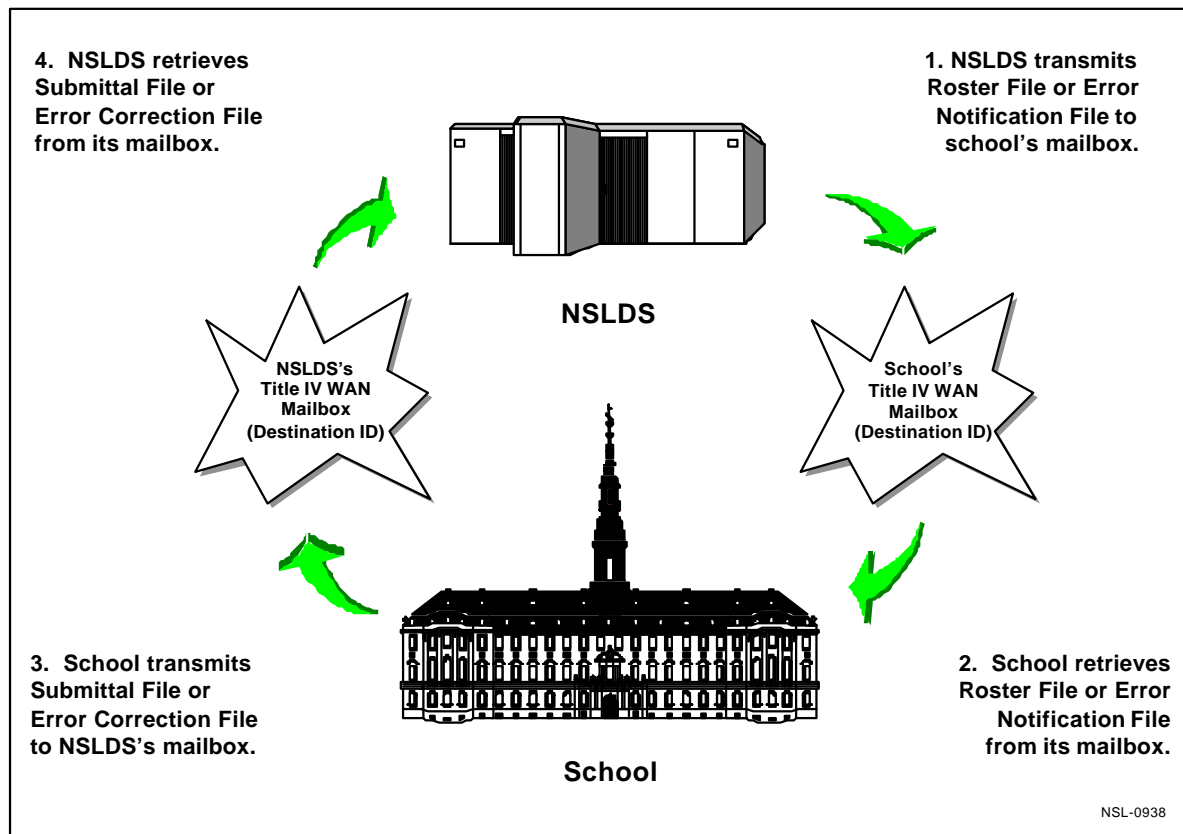


Figure 2–3, Store-and-Forward Facility

After updates of the Roster File are complete, it becomes the SSCR Submittal File and the transmittal process is reversed. The school connects to the Store-and-Forward facility and transmits the Submittal File to the NSLDS mailbox. NSLDS edits the Submittal File and updates the database with records that pass the edits. NSLDS notifies the applicable data providers of proposed changes to student information. NSLDS transmits the SSCR Error Notification File, which contains a count of accepted records and any Detail Records that failed the edits, to the school mailbox. The school retrieves the Error Notification File from its mailbox. If the file contains error records, they are corrected as needed and the corrected file, now called the SSCR Error Correction File, is transmitted to the NSLDS mailbox.

For complete instructions on using the Store-and-Forward facility, refer to the *Title IV WAN User's Guide*, which can be obtained from the Title IV WAN Customer Service Center at 1-800-615-1189.

2.2.2 Using a Servicer

Your school may designate a servicer to handle the SSCR process. This may be done when you sign up for the Title IV WAN or at any time thereafter, through the Title IV WAN forms. The SSCR cycle, when using a servicer, proceeds as follows:

1. NSLDS sends your school's SSCR Roster File to the servicer.
2. The servicer matches the Roster File to enrollment data that you provide to the servicer.
3. The servicer returns the updated SSCR Roster File (now the SSCR Submittal File) to NSLDS.
4. NSLDS processes the file and returns the SSCR Error Notification File to the servicer.
5. The servicer corrects any errors and returns the SSCR file (now the SSCR Error Correction File) to NSLDS.

The servicer chooses the transmission medium best suited to its computing environment.

NOTE: AS with any school/servicer arrangement for the administration of Title IV programs, the school remains responsible for submitting timely, accurate, and complete responses to SSCR requests and for maintaining proper documentation in accordance with 34 CFR 682.610(c).

2.3 Scheduling SSCR Cycles

Under Title IV federal loan programs, schools must complete all SSCR rosters sent by ED or a GA. In addition to regular reports, student enrollment status changes (which affect deferment privileges) must be reported to the lender within 30 days of the enrollment change through an ad hoc report. (If an SSCR is to be processed within 60 days of the enrollment change, an ad hoc report is not needed.) An ad hoc report is one of the following:

- An unscheduled Submittal File containing detail for enrollment status changes (created on a PC using EDEExpress or on a mainframe).
- The online updating of student records using the SSCR functions on the NSLDS web page.

2.3.1 Guidelines

Reporting schedules are set up through the NSLDS web site. A default schedule of every other month is set up for schools that do not create their own schedule.

2.3.2 Recommendations

ED recommends that schools report enrollment data using the SSCR process at least five times per year. Scheduling five SSCRs per year can reduce or eliminate the need for ad hoc submissions. Schools should review their academic schedules when preparing their reporting schedule.

2.3.2.1 Processing the SSCR via EDEExpress

The file format for the NSLDS SSCR has been incorporated into EDEExpress. Refer to the EDEExpress User's Guide for instructions on importing, processing, and exporting the SSCR Roster Files.

2.3.2.2 Message Classes

Use the following message classes when processing SSCR data via Title IV WAN:

- **SSCRYYOP**—The initial SSCR Roster File sent to your school by NSLDS.
- **SSCRYYIN**—The completed SSCR rosters, also called Submittal Files (initial and error), that you return to NSLDS.
- **SSCEYYOP**—The Error/Notification File sent to your school by NSLDS.
- **SSCMYYIN**—The files generated as a result of ad hoc reporting.

